

**KINGSTON FIRE DEPARTMENT**  
**Building Safety Division**  
**420 Broadway**  
**Kingston, New York 12401**  
**Phone (845) 331-1217, Fax (845) 331-6133**

**DEMOLITION PERMIT PROCEDURE**

A certificate of liability insurance must be submitted at the time of application. Minimum coverages shall be as follows:

**GENERAL LIABILITY:**                               **\$ 1,000,000 / \$2,000,000 aggregate for combination bodily injury / property damage.**

**PROPERTY DAMAGE LIABILITY:**       **\$500,000 (This is required only if Property Damage Liability is not covered in General Liability Coverage).**

**The Certificate of Liability Insurance must also include coverage for Workers Compensation and Employers' Liability.**

The following information must be included, verbatim, in the **Description of Operations / Locations / Vehicles / Exclusions added by endorsement / Special Provisions** section, located near the bottom of the Certificate of Liability Insurance form:

- 1. Description of Operations: Demolition of <insert legal address>, Kingston, New York.**
- 2. Certificate of Liability Insurance covers all persons on job site.**
- 3. All utilities, including gas, electric, water, telephone and cable must be properly disconnected prior to commencement of demolition.**
- 4. Certificate holder is additional insured.**

Certificate Holder section of liability insurance form shall read as follows:

**City of Kingston, New York**  
**City Hall**  
**420 Broadway**  
**Kingston, New York 12401**

**Demolition shall ONLY be performed during the policy period indicated.**

Before a permit is issued for the demolition of ANY structure the person or company actually doing the demolition must appear at the Kingston Fire Department Building Safety Division to review the following provisions of the **New York State Uniform Fire Prevention and Building Code**:

**Sec. 1178.2(d)(3)**                               A fire watch shall be provided to watch for fires, make use of portable fire extinguishers or fire hose and perform similar fire prevention and protection duties. The fire watch shall remain for at least 30 minutes after the welding or cutting operations have been completed to insure that no fire exists.

**Sec. 1153.1(c)**                               Except for the owner, no person shall enter premises which have been ordered vacated unless authorized to perform inspections, repairs, or to demolish and remove such building or structure.

**PART 608 - SAFETY DURING DEMOLITION**

**Sec. 608.1 SAFETY.**                               Safe and sanitary conditions shall be provided where demolition and wrecking operations are being carried on. Work shall be done in such manner that hazard from fire, possibility of injury, danger to health and conditions which may constitute a public nuisance will be minimized, in conformity with reference standards RS-1-1, RS-1-2, RS-3-3.5 and RS-35-4. [AMENDED EFFECTIVE JULY 26, 1995]

- Sec. 608.2  
ACCESSIBILITY.

Access to utilities and public facilities, including, among others, fire hydrants, fire alarm boxes, police call boxes, street lights and manholes, shall be kept unobstructed during demolition.
- Sec. 608.3 UTILITIES.

Gas, electric, sewer, heat, power, water and other service connections shall be disconnected, removed, or sealed IN CONFORMITY WITH THE APPLICABLE REGULATIONS OF THE PUBLIC UTILITY OR THE MUNICIPAL AGENCY HAVING JURISDICTION.

The person or company actually doing the demolition must also review the following with the Kingston Fire Department Building Safety Division:

NFPA 241, Chapter 7: Demolition Safeguards

- Sec. 7-1 General

The provisions of Chapter 1 through 5 shall be followed, as applicable, for all demolition in addition to the requirements of this chapter.

Sec. 7-2  
Special Precautions

1. The provisions of **Section 3-1**, “Hot Work Operation” shall apply, in addition to the specific requirements of this section.

2. Special precautions shall be taken when demolition work is being done in areas where floors are soaked with oil or other flammable liquid, if dust accumulations are present, or where combustible insulation may be present in floors, walls or ceilings / roofs where insulation may be present in floors where “hot work” is being done. In these situations charged hose lines, of adequate number and size, shall be provided by the person / company named in the permit.

3. Flammable and combustible liquids shall be drained from tanks and machinery reservoirs in a safe manner and removed from the building, immediately. Particular attention shall be paid to removal of residue and sludge accumulations if “hot work” operations are involved.

4. Demolition contractor shall have a direct method of notifying the fire department in the event of an emergency.

5. The fire department reserves the right to inspect the building prior to commencement of the demolition.

6. The applicant will sign below that he / she has reviewed the fire department procedures and understands the same.

The fee for the Demolition Permit is **\$100.00** (one hundred dollars). Payment is due when application is submitted. Checks shall be made payable to: **City of Kingston Comptroller**. In the event that a Demolition Permit is not issued, for any reason, one-third (1/3) of the fee is refundable. A request for refund must be made, in writing, to the Kingston Fire Department Building Safety Division.

APPLICANT SIGNATURE:

DATE:

APPLICANT (PRINT NAME):

BUILDING SAFETY  
DIVISION REPRESENTATIVE:

DATE:

DEMOLITION CONTRACTOR:

CONTACT PERSON:

PHONE NUMBER: